

DDA - 1395X

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REMARKS

Attached forwarded FYI. Please note that the document was not received in this Office until today and it did not come with the specified attachment.

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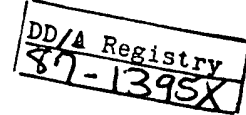
* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
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70-3



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503



MAY 11 1987

MEMORANDUM FOR THE SENIOR OFFICIALS FOR INFORMATION
RESOURCES MANAGEMENT

FROM: Wendy L. Gramm *WLG*
Administrator for Information
and Regulatory Affairs

SUBJECT: Privacy Act Guidance on Call Detail Records
and Instructions for the Annual Report

1. Call Detail Guidance. Attached is a copy of guidance OMB recently published in the Federal Register on the Privacy Act implications of programs to control Federal employees' personal use of the government's telecommunication resources. Agencies are encouraged to adopt the model system of records notice contained in the guidance where appropriate.
2. Annual Report Requirements. The data requirements pertaining to agencies' publication activities and the access and amendment activities of the public are contained in Appendix 1 to OMB Circular No. A-130.

In addition, please respond to the following questions:

- a. When was the last time your agency published a complete update of its system notices? Would it be useful to have a requirement for a government-wide update on a regular basis, e.g., every five years?
- b. Does your agency maintain any government-wide systems of records? Identify each by name and identification number (if any). When was the last time your agency published an update of its government-wide notices?
- c. Your agency should have reviewed the routine uses associated with each of its record systems during the past year. Discuss results and any actions taken.
- d. For any Matching Programs your agency conducted and reported to OMB during CY 1985, briefly describe any activities you took to follow-up any hits these programs produced. List numbers of hits produced; dollar amounts identified; actions to verify amounts identified; any recoveries made.
- e. What is the role of the agency Privacy Act officer in the operation of agency matching programs?

f. Who is responsible for:

- (1) Identifying contractual situations calling for the application of Section (m) of the Privacy Act.**
- (2) Ensuring that such contracts are in conformance with the provisions of Section (m) of the Privacy Act? Are the contracts written in such a way as to relate the requirements of the Privacy Act to the activity for which the agency is contracting, or does the agency meet the Section (m) requirement by the inclusion of boilerplate language?**
- (3) Keeping track of the number of contracts that contain Section (m) requirements? Provide number of such contracts for CY 1986, if available.**

Responses for the annual report are due to OMB no later than June 30, 1987. Send the original and three copies to the Office of Management and Budget, Office of Information and Regulatory Affairs, Information Policy Branch, NEOB Room 3235, Washington, D.C. 20503. Call Robert N. Veeder, 395-4814 with any questions.

Attachment